

Manufactured Home Registry Update

The new *Manufactured Home Act, Regulation, and accompanying new forms* came into effect on December 8, 2003.

The Manufactured Home Registry also introduced its new online system on that date.

In the first three months, Qualified Suppliers using the new system could do most transactions online, but the Manufactured Home Registry was still processing all paper forms received. On February 23, 2004, it became mandatory to electronically file any transaction that could be filed online. Qualified Suppliers continued to file all the transactions they could. Some transactions, however, still had to be filed in paper format manually through the Registry.

Today, this two-method system can be confusing.

Generally speaking, the following transactions **must be filed online**, using the new Web-based system.

- Voluntary Transfers using a Bill of Sale
- Transport Permits
- Applications for Exemptions

Because the system is not yet equipped to handle all types of filings, the following documents **must be filed in paper format** and submitted over the counter to the Registry.

- Filing of Illegal Moves
- Rescinding Exemption Orders
- Transmissions to an Executor
- Transmission to an Administrator or Surviving Joint Tenant
- Transfers from an Executor or Administrator
- Affidavits of Repossession
- Vesting Orders
- Bankruptcies
- Amendments to Locations
- Changes in Tenancy

Initial Registrations of older manufactured homes must also be manually filed via paper to the Registry. Manufacturers must complete initial Registrations of brand-new homes online.

To simplify filing, new forms were created in December 2003. The new forms are available online on the Manufactured Home Registry Project Website for no charge. Please note that all the old forms are still acceptable and will continue to be acceptable, until further notice. For example, the old Bill of Sale, with or without an Affidavit of Witness, and the old MH105 are still permissible for both online transfers and over-the-counter transfers.

Fees have remained the same, except for the addition of the taxable \$1.50 BC OnLine surcharge for all online filings. The \$100 rush fee is still available for over-the-counter filings that need to be fast-tracked. The Manufactured Home Registry advises most applications are processed the day following submission. Depending on the transaction volumes, however, some may be processed the same day.

Of particular note: any adult unrelated to the transaction may now witness the seller's signature on the new Bill of Sale form. Signatures do not need to be witnessed by an officer or commissioner.

Full details of the application form and agreement are contained on the Manufactured Home Registry Website. The agreement includes provisions to retain the documents for seven years for public inspection or copying.

All BC Notaries Public are pre-qualified to become Qualified Suppliers. A list of all Qualified Suppliers in the province is available on the Manufactured Home Registry Project Website, a valuable resource for forms, fees, and information: <http://www.fin.gov.bc.ca/registries/mhrpg/>. ▲

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